



Board Meeting Minutes

October 6, 2015

Call to Order: The meeting convened at 9:00 a.m. with the following present:

Dave Threedy, Chair
Frank Fennerty, Jr., Member
Jack Eng, Member
Scott Timmons, Executive Secretary
Bob Liston, Chief, Administrative Services
Janet Whitney, Chief Industrial Appeals Judge
Christy Sterling, Human Resources Manager
Jay Raish, Confidential Secretary

Approval of Minutes: The August 4, 2015 Board Meeting minutes were approved.

Appeals Received: We reviewed the appeals received numbers.

Personnel Update: The Human Resources Managers reported:

- Angela Wallace was appointed to a permanent Legal Office Assistant position effective August 10.
- Sara Meath was hired as a non-permanent Forms & Records Analyst 1 effective August 10.
- Kat Husted accepted a position with DOR effective August 17.
- Tyler Japhet was hired as a non-permanent Legal Office Assistant effective September 1.
- Carissa Parvin was promoted to Legal Assistant 2 effective September 21.
- We are reviewing applications for a Legal Office Assistant to fill behind Carissa.
- Charlotte Reynolds was hired as a non-permanent Legal Office Assistant effective September 21.
- Martha Parker was hired as a Legal Assistant 3 effective September 28.
- Chelsea Melton's last day is October 9.
- Dave Fortune accepted a position at DOR. His last day is October 15.
- Roberta Pitts is retiring January 31.
- Rick Foster is taking a voluntary demotion to fill Roberta Pitts' Legal Assistant 2 position on February 1, 2016.
- We will begin recruiting on October 15 for a Legal Administrative Manager to fill behind Rick.

Management Conference: The 2015 conference went well. We will discuss the Operational Plan at the November 3 Board Meeting.

Listserv: We discussed potential postings.

All Staff Meeting: We discussed the agenda.

Safety Training: We discussed the October 5 training by the WSP.

Adjournment: There being no further business to discuss, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

/s/

Jay Raish,
Confidential Secretary